

## Request for Certificate of Occupancy or Completion

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Certificate of Occupancy

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Certificate of Completion

Date	Permit Number	
Job Address		Tax Folio #
Unit/Suite #		Occupancy/Use
Total square feet for this CO/CC request		Number of Residential Units for this CO/CC request
Contractor		Mailing address
Telephone Number		E-Mail Address
Owner		Mailing address
Telephone Number		E-Mail Address
Contact Name		Contact Telephone Number

### Office Use Only

Approved:

Mariano Fernandez, P.E.  
Building Official/Director

#### ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

#### City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

**Form Name** CO – CC Request form

**Form Purpose** This form is completed if the Permit Holder would like to request a Certificate of Occupancy or Completion.

#### Related Forms

**Associated Fees** Fee Schedule section 14: <http://www.miamibeachfl.gov/building/>

**Form Process** Completed form must be submitted to the Building Official's office.

**For Assistance** Please contact:

1. **In – person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2<sup>nd</sup> FL, Miami Beach, Florida 33139
2. **Via Telephone:** 305-673-7610 ext 6868
3. **Via E-mail:** [beatrizdooley@miamibeachfl.gov](mailto:beatrizdooley@miamibeachfl.gov) or [scarlettmolina-urrego@miamibeachfl.gov](mailto:scarlettmolina-urrego@miamibeachfl.gov)
4. **Online:** [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

#### Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.